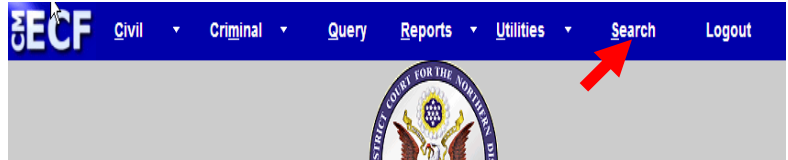


## Filing an Attorney Appearance

### Important Points to Keep in Mind

- ✓ ECF requires that each attorney file his or her own appearance. ECF will only accept **one appearance** per entry.
- ✓ An attorney who has logged in as an e-filer **may not** file the appearance of another attorney. For example, attorney Scott Glenn may file an appearance for himself, but not for attorney Julia Roberts.

1. Click **Search** on the main menu.



2. Type **Appearance** in the box.
3. Click **Search**.

A screenshot of the 'Search Menus and Events' search box. It has a blue header with the text 'Search Menus and Events'. Below the header is a white search box containing the text 'Appearance'. To the right of the search box is a button labeled 'Search'.

The search function works with any type of document or pleading. Simply type in the type of pleading and click **Search**.

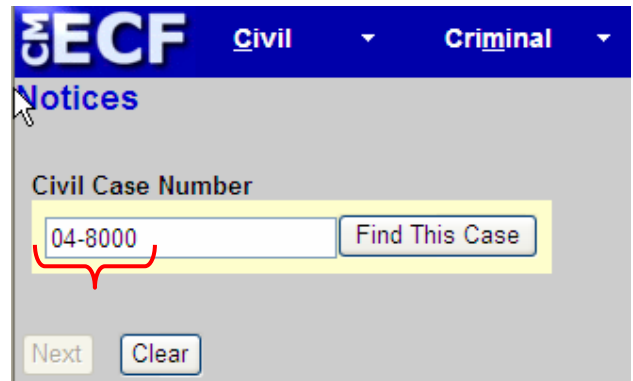
4. Click **Attorney Appearance**.



The system displays all available events for the document or pleading.

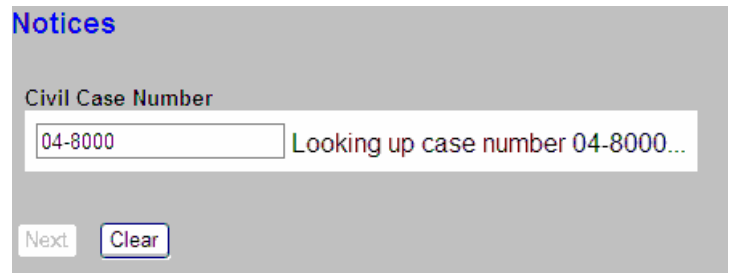
## Filing an Attorney Appearance

5. Type the case number in the box.
6. Click **Find This Case**.

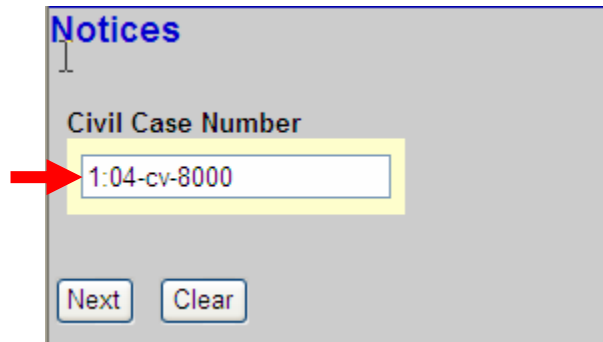


The screenshot shows the ECF Notices interface. At the top, there is a blue header with the ECF logo and dropdown menus for 'Civil' and 'Criminal'. Below the header, the word 'Notices' is displayed in blue. A yellow box highlights the 'Civil Case Number' input field, which contains the text '04-8000'. A red bracket is drawn under the input field. To the right of the input field is a button labeled 'Find This Case'. Below the input field are two buttons: 'Next' and 'Clear'.

7. Wait for the system to find, then display the desired case number.
8. Click **Next**.

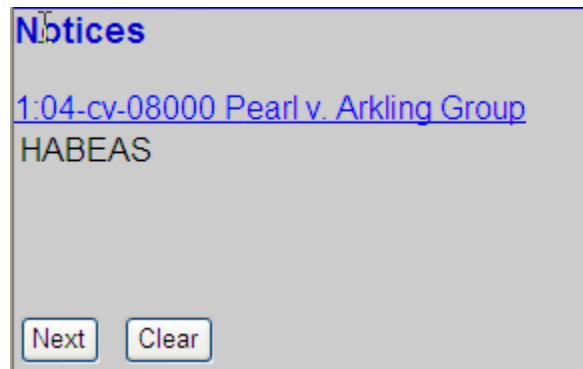


The screenshot shows the ECF Notices interface. The 'Civil Case Number' input field contains '04-8000'. To the right of the input field, the text 'Looking up case number 04-8000...' is displayed. Below the input field are two buttons: 'Next' and 'Clear'.



The screenshot shows the ECF Notices interface. The 'Civil Case Number' input field contains the text '1:04-cv-8000'. A red arrow points to the input field. Below the input field are two buttons: 'Next' and 'Clear'.

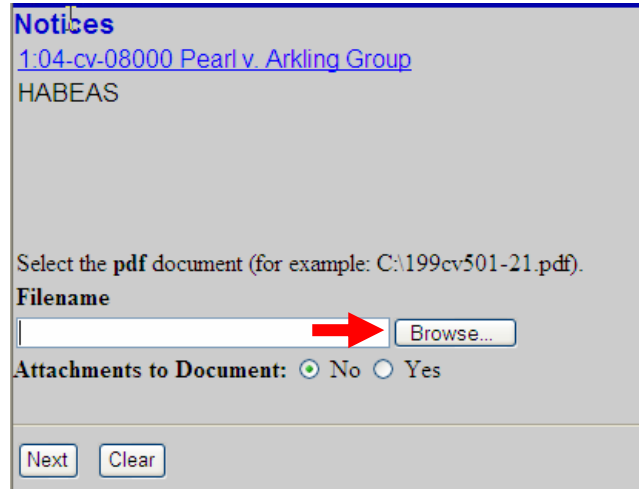
9. Verify that the correct case number and case title display.
10. Click **Next**.



The screenshot shows the ECF Notices interface. The case number '1:04-cv-08000' and the case title 'Pearl v. Arkling Group HABEAS' are displayed. Below the case information are two buttons: 'Next' and 'Clear'.

## Filing an Attorney Appearance

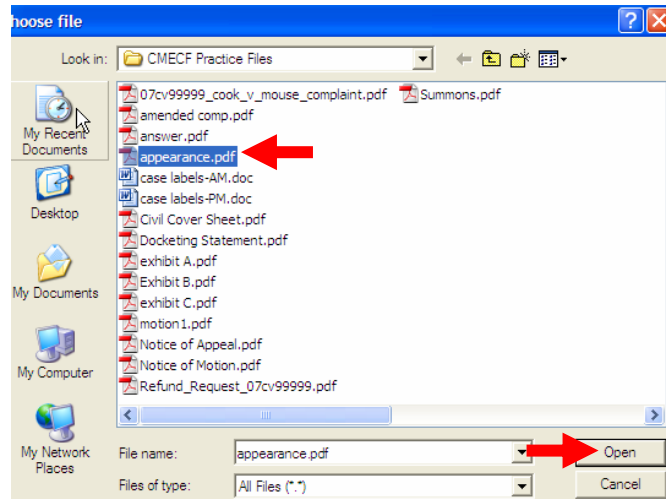
11. Click **Browse**.



The screenshot shows a web interface titled "Notices" with a link "1:04-cv-08000 Pearl v. Arkling Group HABEAS". Below the link, there is a text prompt: "Select the pdf document (for example: C:\199cv501-21.pdf)." followed by a "Filename" label and an empty text input field. A red arrow points to the "Browse..." button to the right of the input field. Below the input field, there is a label "Attachments to Document:" with two radio buttons, "No" (selected) and "Yes". At the bottom, there are "Next" and "Clear" buttons.

12. Select the appearance form on your computer.

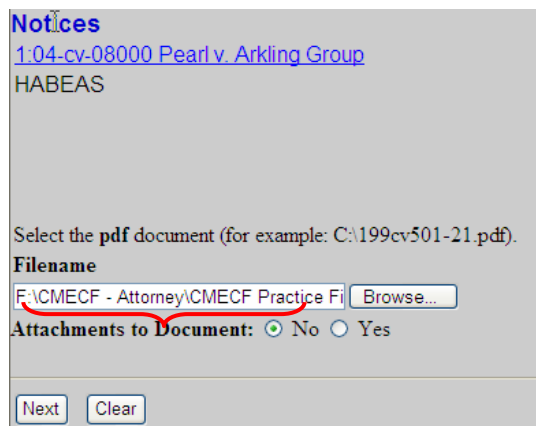
13. Click **Open** to upload the file to CM/ECF.



14. Verify that the correct file name displays.

A. If correct, click **Next**.

B. If incorrect, click your browser's back button and repeat steps 12-13.



The screenshot shows the same "Notices" window as in step 11. The "Filename" input field now contains the path "F:\CMECF - Attorney\CMECF Practice Fi". A red arrow points to the "Next" button at the bottom left.

## Filing an Attorney Appearance

15. Select the filing party.

16. Click **Next**.

Select the filer.

Select the Party:

American Airlines Corporation [Defendant]  
Arkling Group [Defendant]  
Arkling Group [Counter Claimant]  
Arkling Group [Counter Claimant]  
Arkling Group [Counter Defendant]  
Arkling Group [Cross Claimant]  
Arkling Group [Cross Defendant]  
Arkling Group [ThirdParty Plaintiff]

[Add/Create New Party](#)

Next Clear

17. Add appropriate docket text if desired.

Docket Text: Modify as Appropriate.

ATTORNEY Appearance for Defendant Arkling Group by Attorney Test (Test, Attorney)

Next Clear

18. Click **Next**.

19. Verify that the docket text is correct.

- A. If correct, click **Next**.
- B. If incorrect, click your browser's back button and correct the appropriate screens.

Docket Text: Final Text

ATTORNEY Appearance for Defendant Arkling Group by Attorney Test (Test, Attorney)

**Attention!!** Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Source Document Path (for confirmation only):  
F:\CMECF - Attorney\CMECF Practice Files\appearance.pdf pages: 1


Next Clear

## Filing an Attorney Appearance

**United States District Court**  
**Northern District of Illinois - CM/ECF TEST, Ver 3.1.1**

**Notice of Electronic Filing**

The following transaction was entered by Test, Attorney on 12/10/2007 at 1:52 PM CST and filed on 12/10/2007

**Case Name:** Pearl v. Arkling Group  
**Case Number:** [1:04-cv-8000](#)  
**Filer:** Arkling Group  
**Document Number:** [18](#) 

**Docket Text:**  
[ATTORNEY Appearance for Defendant Arkling Group by Attorney Test \(Test, Attorney\)](#)

**Avoid PACER charges by viewing the document from your inbox.** If you click the document number from CM./ECF you will be required to login to PACER and will be charged standard PACER fees.

Shown above is a partial sample of the electronic notice of this Attorney Appearance. This notice provides a direct link to the document being filed. For ECF users this constitutes service. This notice is emailed to all parties who are electronic filers.

Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive on free electronic copy of all documents filed electronically. PACER access fees apply to all other users. The “free look” does not apply when viewing documents in cases for which you are not a participant.

Each attorney of record in a case (including pro se litigants) will receive an email message containing a hyperlink to a document that has been filed. If you login to CM/ECF or PACER without using the email link there will be a charge. One free copy is available to each attorney of record. PACER fees will apply to secondary email addresses. The hyperlink to access the document will expire after the earlier of these two events: the first use or 15 days. If you login to CM/ECF or PACER without using the email link there will be a charge.

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